**Employment Policies**

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Introduction

Welcome

Welcome to the . We are delighted that you have chosen to join our organization. We are committed to fostering an inclusive work culture that supports team engagement, accountability, and professional development. We recognize that each employee is a valuable member of the team, and we strive to celebrate and cultivate individual strengths to enhance job satisfaction and further the ’s mission.

Mission

Overview

The ’s Employment Policies have been developed to provide guidelines about the ’s policies and procedures for employees. These policies are intended to promote fair and consistent treatment of all employees. It is the ’s intention to foster an atmosphere of mutual respect, non-discrimination, and trust based on clear lines of authority, responsibility, and accountability, and to provide employees with the flexibility necessary to meet work, family, and personal obligations. This manual will assist you in becoming familiar with the privileges and obligations of your employment, including the 's policy of voluntary at-will employment. None of the policies or guidelines are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by the at any time, without advance notice.

The personnel policies of the are established by the Board of Directors (the Board), and authority and responsibility for their administration has been delegated to the Chief Executive Officer. The Chief Executive Officer may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult their supervisor for additional information regarding the policies, procedures, and privileges described in this Manual**.** Questions about personnel matters may also be reviewed with the Chief Executive Officer.

These policies are subject to review and approval by the Board, and it is the ’s intent that the Board review these policies at least once every three years. The Manual will be available electronically and in print to the Board and to employees who will be notified electronically or in writing of any changes to these policies in a timely manner from the date the changes are approved.

Terms and Definitions

At-Will Employment

Unless an employee has a written employment agreement with the , which provides differently, all employment at the is *at-will*. That means that employees may be terminated from employment with the with or without cause at any time, and that employees are free to leave the employment at any time with or without cause. We request that you provide a minimum of two weeks' notice of your intention to resign employment.

Employment Definitions and Classifications

Definition of Employment Terms

**Employer:** is the employer of all full-time, part-time, and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by the .

**Regular Full-Time Employee**: An employee who is scheduled to work an average of forty (40) hours per week on a regular and continuous basis of *at-will* employment.

**Regular Part-Time Employee**: An employee who is usually scheduled to work less than an average of forty (40) hours per week but not less than two (2) hours per week on a regular and continuous basis of *at-will* employment.

**Temporary Employee**: An individual employed, either on a full-time or part-time basis, for a specific period of time, or for a specific project for either a specified or unspecified period of time. Temporary employees are entitled only to those benefits required by statute and are not eligible for participation in the ’s employee benefits programs.

Classifications

For payroll purposes, employees will be classified as one of the following:

**Exempt Employee**: Certain employees such as executive, administrative, and professional staff are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay will be paid to exempt employees. Exempt employees meet the qualifications for exemption from the overtime requirements of the U.S. Department of Labor’s Fair Labor Standards Act.

**Non-Exempt Employee**: All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are paid an hourly rate and do not meet the qualifications for exemption from the overtime pay requirements of the U.S. Department of Labor’s Fair Labor Standards Act. For non-exempt employees, a true and accurate record of hours worked must be maintained. The will compensate non-exempt employees in accordance with applicable federal and state law and regulations. Non-exempt employees will receive overtime pay for all hours over 40 worked in a workweek.

All employees are classified as exempt or non-exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire and in their job description of his or her specific compensation category and exempt or non-exempt status.

General Policies Governing Employment

Equal Employment Opportunity

The shall follow the spirit and intent of all federal, state, and local employment laws and is committed to equal employment opportunity. To that end, the Board of Directors and Chief Executive Officer of the will not discriminate against any employee or applicant in a manner that violates the law. The is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, veteran or marital status, gender identity, sexual orientation, physical or mental disability, ancestry, political affiliation, personal appearance, family responsibilities, matriculation, or any other status protected under federal, state, or local law.

Each person is evaluated based on skill and merit. The ’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, and termination.

Employees and Applicants with Disabilities

The is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify your supervisor or the Chief Executive Officer of the need for accommodation. You may do so by obtaining a Request for Accommodation Form and completing it with information regarding the type of accommodation you believe may be necessary and the functional limitations caused by your disability. Also, when appropriate, we will need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. All medical information will be treated as confidential.

The will take all requests for accommodations seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee to perform the essential functions of the job without imposing an undue hardship on the .

Ethical And Legal Business Practices

The expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer, and all others associated with the Agency. Our reputation is a valuable asset, and we must continually earn the trust, confidence, and respect of our business partners, our clients, and our community. The 's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Therefore, employees must never use their positions with the , or any of its members, for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations, or business entities.

Employees of the shall conduct their personal affairs such that their duties and responsibilities to the agency are not jeopardized and/or legal questions do not arise with respect to their association or work with the .

Conflicts of interest could arise in the following circumstances:

* Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with the .
* Hiring or supervising family members or closely related persons.
* Serving as a board member for an outside commercial company or organization.
* Owning or having a substantial interest in a competitor, supplier, or contractor.
* Revealing confidential information to outsiders or misusing confidential information.

Employees are not permitted to offer, give, or accept a gift, cash, or other item of value—including personal service—from an existing or prospective client, member, business partner, vendor, or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of the .

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment and be sensitive to others' perceptions and interpretations.

Employees with a question about a possible conflict-of-interest should seek advice from management. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Chief Executive Officer. You are expected to promptly disclose to the management of the Agency anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Exceptions to this policy may be made only by the Chief Executive Officer or the Board of Directors.

Personal Relationships

This policy is implemented to avoid or reduce the risk of workplace disruption, morale problems, and actual or apparent conflicts of interest, favoritism, and discrimination. It applies to all categories of employment at the including regular, temporary, and part-time classifications. In considering and addressing issues relating to personal relationships between employees, including the employment of relatives or significant others, the following guidelines apply:

* For purposes of this policy a "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. For purposes of this policy, a "significant other" is defined as someone with whom an employee has a romantic or sexual relationship.
* Relatives or significant others are not allowed to work in positions in which the believes an inherent conflict of interest would exist. This includes working as supervisor and subordinate, within the same "chain of command," or otherwise such that the work responsibilities, compensation, or job or career progress of one could be influenced by the other. Employees who find themselves in such positions are required to promptly bring the matter to the attention of the Chief Executive Officer.
* Dating is prohibited between employees when one of the employees could be in a position to influence the work responsibilities, compensation, and job or career progress of the other.

Any exceptions to the above require management approval and may be subject to certain terms, conditions and restrictions that management may impose. Management will take such action as it deems appropriate, in its sole discretion to address situations involving violations of the above guidelines, or that otherwise are considered to create issues of workplace disruption, negative employee morale, or actual or apparent conflicts of interest, favoritism, or discrimination.

Non-Disclosure of Confidential Information

Any information that an employee learns about the , its employees or trustees, or its members or donors, as a result of working for the that is not otherwise publicly available is confidential information. Employees may not disclose confidential information to anyone who is not employed by the or to other persons employed by the who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of the . The disclosure, distribution, electronic transmission, or copying of the ’s confidential information is prohibited. Such information includes but is not limited to the following: compensation data, program and financial information, including information related to donors, and pending projects and proposals.

Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at the is prohibited. The recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the should be reported to your supervisor or the Chief Executive Officer. Failure to adhere to this policy may result in discipline up to and including termination.

Employees who have any questions whatsoever regarding this policy or the potential impact of outside employment or outside activities on their position with the Company should contact the Chief Executive Officer before accepting any outside position or engaging in such an activity.

Employment Status and Records

Job Descriptions

Each position shall have a written job description. In general, the description will include position title: a summary of the purpose of the position, duties and job functions, immediate supervisor(s) and supervisees, qualifications required, and working environment information. Each employee’s adherence to the job description will be reviewed annually during a performance evaluation. Job descriptions are considered working documents and may be updated more frequently if duties and responsibilities are substantially changed during the year. Each employee’s job description also includes whether their position is exempt or nonexempt from the overtime pay provisions in accordance with the Fair Labor Standards Act.

Personnel Records

Official personnel records are the property of the , and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee’s job application, offer letter and position description, performance reviews, disciplinary records, records of salary increases, benefit enrollment forms, and any other relevant personnel information. An employee has the right to review, but not modify or remove, any material in his/her personnel file by making an appointment with the staff member who manages the personnel files. Employees are also entitled to a copy of their personnel file within a reasonable period of time following a request. If employees disagree with any information contained in the file and no agreement can be reached as to its removal or correction, employees may submit a written statement explaining their position, which statement shall become a part of the personnel file.

It is the responsibility of each employee to promptly notify his or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

Performance Evaluations

The strives to create a workplace culture that fosters two-way feedback and mutual accountability for staff members’ growth and professional development. The conducts written performance reviews on an annual basis. The purpose of the annual review process is to reflect on strengths and accomplishments, identify areas for improvement and growth, explore ways to increase job satisfaction, and establish goals for the upcoming year. The formal performance evaluation will include a written self-evaluation by the employee, a written evaluation by the supervisor, and a meeting between the supervisor and employee to review and discuss the feedback. The performance evaluation will take into consideration adherence to organizational values, progress towards goals, fulfillment of job responsibilities, and internal communication. Annual performance evaluations are supplemented by more informal, intermittent communication and check-in meetings throughout the year.

Employee Leave and Benefits

Benefits

The is committed to providing flexible and cost-effective benefit programs for its eligible employees. The following outline of available benefits is provided with the understanding that benefit plans change regularly, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by the . Continuation of any benefits after termination of employment will be solely at the employee's expense. The Chief Executive Officer or his/her designee will determine levels of deductibility and co-payments for all insurance-related benefits annually.

The reserves the discretionary right to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit based on budget constraints. The may, at its discretion, decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations in a timely manner from the date of the decision being made and approved.

Group Health Insurance

The currently provides group health insurance benefits for eligible regular full-time employees. Eligible employees may elect to participate in available health plan(s) offered by the on the first of the month following thirty (30) days of employment. The currently pays eighty percent (80%) of the employee’s health insurance premium; the employee is responsible for twenty percent (20%) of their premium. Premiums are deducted from the employee’s paycheck on a pre-tax basis. Employees who receive coverage elsewhere and opt out of the ’s group plan receive a (taxed) stipend each pay period. The amount of the stipend is set at the ’s annual open enrollment period. The will pay fifty percent (50%) of the group health insurance premium for the employee’s spouse, domestic partner and/or dependents, if they choose to be covered under the ’s group health insurance plan. If an employee or employee’s spouse/domestic partner is covered under another family member’s policy, the will not provide duplicate coverage. This benefit is subject to change.

Dental Insurance

The currently provides group dental benefits for eligible regular full-time employees. Eligible employees may elect to participate in the available plan on the first of the month following 30 days of employment. The currently pays one hundred (100%) of the employee’s dental insurance premium. The pays fifty percent (50%) of the group dental insurance premium for the employee’s spouse, domestic partners, and/or dependents if they choose to be covered under the ’s group dental insurance plan. If an employee or employee’s spouse/domestic partner is covered under another family member’s policy, the will not provide duplicate coverage. This benefit is subject to change.

Retirement Plan

The currently provides access to a 403-B program for all eligible regular full-time and part-time employees who are 21 years of age or older. Employees may defer a portion of their pay, subject to IRS regulations, on a pre-tax basis into the ’s 403-B plan at the start of their employment. The matches the employee’s contribution, up to five percent (5%) of the gross pay, after completion of one (1) year of employment. This benefit is subject to change.

Group Life and Long-Term Disability

The currently offers, at no cost to the employee, group life insurance, and long-term disability insurance. Regular full-time and part-time employees who work more than 30 hours per week are eligible for this benefit. Spouses, domestic partners, and/or dependents are not eligible for coverage through the ’s plan.

Social Security/Medicare/Medicaid

The participates in the provisions of the Social Security, Medicare, and Medicaid programs. Employee contributions are deducted from each paycheck and the contributes at the applicable wage base as established by federal law.

Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Laws of the State of New Hampshire. Absences for which workers compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and the , any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. The also participates in the State of New Hampshire Department of Employment Security unemployment program.

Professional Development

All employees are eligible to request budgeted funds for professional development activities that align with their role and professional growth goals. Requests for professional development funds and scheduling accommodations to attend requested programs must be submitted to your supervisor.

Holiday Schedule

The recognizes 12 holidays as paid holiday time for employees and closes our offices on the following days:

New Year’s Day, Martin Luther King Jr./Civil Rights Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor.

Regular full-time employees receive eight (8) hours paid time off for each full day of holiday time.

Regular part-time employees regularly scheduled to work twenty (20) or more hours per week are entitled to holidays and will be paid for the number of hours they are typically scheduled to work on the day the holiday is observed.

In those years when Independence Day, Christmas Day, and New Year's Day fall on Saturday or Sunday, the Chief Executive Officer willdesignate an alternate workday to replace the weekend holiday.

Temporary employees are ineligible for holiday leave benefits.

Leave Policies

Vacation Time

The provides paid vacation time for all regular full- and part-time employees who work twenty (20) or more hours per week. Temporary employees are ineligible for vacation time benefits. The believes that time away from work is vital to employee and team wellness and encourages employees to make full use of this benefit. Accrual of vacation time for each eligible employee will commence upon the first day of employment. Full-time employees will accrue 22 days of vacation a year, or 6.8 hours per pay period; vacation accrual for regular part-time employees is pro-rated according to hours worked. See chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Annual Days Earned | Hours  Accrued Annually | Hours accrued per pay period | Hours accrued per hours worked per pay period |
| Full-time | 22 | 176 | 6.769 |  |
| Part-time | 22 | Pro-rated by hours worked |  | .085 |

Employees are encouraged to use vacation time benefits during the year in which vacation time is earned. Once an employee reaches the maximum of 176 hours, the employee ceases to accrue any additional vacation time benefits. Once an employee uses enough vacation time to fall below the maximum, the employee will begin to accrue leave again.

For full-time employees, a maximum of 80 hours of vacation leave can be carried over into the next fiscal year. The maximum number of hours is prorated for part-time employees, based upon hours worked.

When an employee terminates their employment, either voluntarily or involuntarily, a maximum of 80 hours of accrued but unused vacation time will be paid. Accrued vacation time in excess of 80 hours will be forfeited upon separation. The maximum number of hours is prorated for part-time employees, based upon hours worked.

Use of vacation time is subject to approval by the supervisor and must be requested in advance. Employees should be sensitive to workload and the needs of the and other employees when scheduling vacation.

Health Time

Regular full-time employees and regular part-time employees scheduled to work more than twenty (20) hours per week are eligible for paid health time. Health time can be used for absences from the job due to illness or injury of the employee or in the immediate family. It may also be used to attend to preventative care for physical or mental health, including medical and dental appointments of the employee, employee’s spouse/domestic partner, dependent, or parent.

Regular full-time employees will receive an allocation of 80 hours at the start of each fiscal year and renews annually. The allotment is prorated for employees who start employment mid-year. Eligible regular part-time employees will receive an allocation pro-rated in proportion to their hours worked.

Upon separation from employment there will be no reimbursement for unused health time.

Other Types of Leave

**Military Leave**

Employees who are inducted into or enlist in the United States Armed Forces or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for military leave and providing proof of actual military duty to the .

Employees who serve in US military organizations may take the necessary time off without pay to fulfill this obligation. In such cases, all legal rights for continued employment will be retained. Employees may apply unused earned vacation time to military leave if desired but are under no obligation to do so. Time spent on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

Serving employees who are covered under the ’s health insurance program may continue coverage as though actively employed for up to 12 months by paying the full premium.

Reinstatement will be granted when employees report for work within 90 days of non-dishonorable discharge and benefits will be reinstated with no waiting periods.

**Jury Duty**

The encourages employees to fulfill their civic responsibilities by serving jury duty when called and selected. The will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of five (5) days. If an employee is required to serve more than five days of jury duty, the will provide the employee with unpaid leave. Upon completion of jury service a copy of the pay voucher(s) from the court will be required as proof of attendance.

**Bereavement Leave**

Employees shall be granted bereavement leave with pay of up to three (3) consecutive calendar days in the event of a death in their immediate family or a person of significance in the employee’s life. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Chief Executive Officer immediately. An employee may use, with the Chief Executive Officer's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

**New Hampshire First Responder Leave**

When the state government declares a state of emergency, the will grant an unpaid leave to any employee who is a member of a fire department, rescue squad, or emergency medical services agency and who is called into service of the state or a political subdivision, in order to allow that employee to respond to the emergency. The employee may choose to use accrued vacation or other accrued leave for the period of emergency service leave.

The employee must provide the with a copy of the written request from the appropriate government official to the chief of the employee’s fire department, rescue squad, or emergency medical services agency.

If, in accordance with state law, the determines that the employee is essential to the ’s own emergency or disaster relief activities and provides certification of such to the appropriate government official, the employee will not be eligible for such leave.

**Pregnancy, Childbirth, and Related Medical Conditions**

Female employees are entitled under New Hampshire Law to an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. Such employees will be reinstated to their original job or a comparable position unless business necessity makes it impossible or unreasonable to do so.

**Temporary Paid Family Medical Leave (TPFML)**

The provides up to 12 weeks of paid family and medical leave for eligible employees experiencing a qualifying event. Employees will receive 60% of their regular weekly wages, up to a maximum of $1,000 per week under this policy.

**Eligibility:**  
Regular full-time employees and regular part-time employees who are regularly scheduled to work at least 30 hours per week, who have completed at least 12 months of consecutive and active employment with the are eligible for paid leave under this policy.

**Qualifying Events:**

* The birth of the employee's child and to care for the newborn child;
* The placement of a child with the employee for adoption or foster care, and in order to care for the newly placed child;
* The serious health condition of a spouse, parent, minor child, or adult child when the adult child is incapable of self-care and the employee is needed for such care ("covered family members");
* The employee's own serious health condition that renders the employee unable to perform their job.

**Use of Leave:**

* The paid parental leave under this policy must be taken within 12 months of the child’s birth or adoption.
* Unless otherwise required by applicable law, leave under this policy must be taken in a single consecutive block of time and may not be taken on a reduced schedule basis; however, it may be taken intermittently over the course of a maximum of twelve (12) months with the written approval of the employee’s manager and subject to the operational needs of the .
* Employees are eligible for a maximum of twelve (12) weeks in the aggregate of paid family or medical leave under this policy in any given 12-month period, regardless of the number of children born to or adopted by the employee.
* If an employee’s need for leave is foreseeable, such as for the birth of a child or a planned medical treatment, employees must give the ’s CEO thirty (30) days notice of their expected departure date, as well as their intent to return to work following their leave. If the need for leave is not foreseeable, the employee should provide as much notice as practicable.
* When an employee returns to work at the completion of a family or medical leave, the employee will be reinstated to the employee’s previous position or to a substantially similar position, provided that the employee’s job still exists and the employee would have continued to be employed in that job had the leave not been taken.
* An employee’s failure to return to work following a leave period under this policy will be deemed a voluntary termination of employment.

**Paid Leave Benefits:**

Employees will receive 60% of their regular weekly wages, up to a maximum of $1,000 per week during the 12 weeks of family medical leave under this policy. Employees may not use unlimited PTO to extend a paid family and medical leave under this policy.

Employees remain eligible for their insurance benefits during leave under this policy. The will continue to pay its share of the premiums and will deduct the employee share of any premiums from the paid leave benefits provided during the leave period. If an employee elects not to return to work at the end of the leave, the employee will be required to reimburse the for the cost of the premiums paid by the for maintaining coverage during the paid leave, unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee's control.

Employees do not accrue additional vacation or health time during the leave period.

**Interaction with Leave Under Applicable State or Federal Law:**

Leave under this policy will run concurrently with any paid or unpaid leave for which an employee may be eligible under applicable state or federal law, including a leave of absence under New Hampshire law for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions (see Pregnancy Leave policy at page 16).

Please note that federal, state, or local laws may allow for additional time off for any period of disability or recovery related to pregnancy and childbirth, or to bond with a new child, and may allow an employee to take intermittent leave or reduced schedule leave to bond with a new child. The complies with all applicable state and local laws governing leaves of absence. Please contact the CEO for more information on how this policy interacts with any state or federal family or medical leave law in effect in the state where you live or work, and how this policy will be applied to intermittent or reduced schedule leave accommodations to bond with a new child.

Timekeeping and Payroll

Hours of Operation

General office hours are from 8:00 a.m. – 5:00 p.m., Monday through Friday. The is, however, liberal in its scheduling for individual employees to the degree that the offices may be in use from 6:30 a.m. to 7:00 p.m. or beyond as well as on the weekends or in the case of special events. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities and the ’s work needs. Decisions regarding such requests will be made on a case-by-case basis taking into account the individual job responsibilities and personal needs and the needs of the .

Overtime

Overtime pay, which is applicable only to regular non-exempt employees, is for any time worked in excess of 40 hours in one work week. Only the Chief Executive Officer may authorize overtime. All overtime must be approved in writing in advance to be eligible for overtime pay. The overtime rate is one and one-half (1½) times the employee's regular rate for any hours worked over 40 hours. Payment of overtime will be provided in the next regularly scheduled paycheck.

Payroll and Time Records

The utilizes a bi-weekly pay period, and paychecks are distributed on the Thursday following the end of the pay period. The pay period starts at 12:01 a.m. on Saturday and ends at midnight on Friday.

Pay Options

The offers a choice of how employees may receive their paychecks. Employees who wish may have their paycheck directly deposited into a checking and/or savings account. A payroll statement will be issued in lieu of a paycheck. All salary deductions are itemized and presented to employees with their paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, voluntary health insurance premiums (if in force and if employee portion is paid), and other benefits (e.g., dental, life insurance, retirement).

Time Worked Record

Employees are required to record their time worked in the online system provided by our payroll vendor by 9 a.m. on the Monday after the close of the pay period. Supervisors must approve submitted time records by 5 p.m. on the Monday after the close of the pay period. All employees must record hours worked on grant-funded projects through this system. The system is also used to track holiday, vacation, health, and other leave time taken. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying timesheets, or recording time on another employee's timesheet may result in disciplinary action, up to and including separation from employment with the .

Salary and Wages

The strives to pay competitive wages to attract and retain highly qualified employees. Salaries, wages, and other compensation are determined at the time of hire. The Executive Committee sets and reviews the salary of the Chief Executive Officer, with approval from the Board. The Chief Executive Officer or their designee sets and reviews the salary of all other employees. In setting compensation, the may consider, among other things, external labor market rates, span of control, supervisory or program budget setting and monitoring responsibilities, the employee’s skills and experience, and the organization's ability to pay. Salaries are reviewed annually as part of the budget process.

Employee Bonuses

Discretionary supplemental bonus payments may be instituted at the end of the fiscal year for full- and part-time regular employees, based on overall organizational performance and financial condition, as well as individual performance. The does not guarantee bonus payments under this policy or any other policy.

Payment or Reimbursement of Expenses

Payment or reimbursement is authorized for pre-approved reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are examples of reasonable and necessary expenses.

Employees must obtain the advance consent of their supervisor before incurring expenses for which they will seek reimbursement. Approved expenses must be fully documented, with receipts attached, and submitted to the appropriate staff member for payment within thirty (30) days of the date on which they were incurred.

Employees are responsible for transportation costs between the office and home during normal work hours. Employees authorized to use their personal cars for the business are reimbursed at the standard federal mileage rate for business use. The will not reimburse employees for any repairs to personal vehicles, traffic violations, parking tickets, personal vehicle maintenance or enhancements, or insurance premiums or deductibles. Employees are expected to travel in the most cost-effective manner possible.

Working Conditions

Severe Weather Conditions

The attempts to maintain normal operations during periods of inclement weather. All employees are expected to maintain their regularly scheduled work hours unless conditions warrant. Should the ’s offices be closed because of inclement weather, a notice will be communicated to employees through an email and/or phone. When the weather is questionable and the office is open, we encourage you to use your own good judgment in deciding when to come into and leave from work or to work remotely instead. If you are unable to come in or to work remotely due to power or internet outages, you may charge time you choose to take off to your paid time off by noting it on your timesheet or you may choose to take the time off without pay.

Remote and Hybrid Work Policy

The has a hybrid work arrangement, allowing employees to conduct their work remotely, as well as in the office. Remote work allows an employee to work at home, on the road, or in a satellite location for all or part of their regular work week. Remote work is not an entitlement, and it is not a guaranteed benefit.

Schedules or work hours for office, hybrid, and remote work may vary depending on business needs and will be determined through consultation with and approval by supervisors. Regardless of hybrid or remote work arrangements, staff members may be required to work in person for events as needed. In-person attendance may also be required for certain all-staff gatherings such as staff meetings and retreats.

Expectations for timely completion of work, meeting attendance, responsiveness, and other performance criteria are the same for remote, hybrid, and in-office staff members. Supervisors and teams are expected to apply the same performance standards to staff members regardless of work location. All remote and hybrid work arrangements should be evaluated on an ongoing and periodic basis to ensure that the individual’s quality of work, efficiency, and productivity are not compromised by work location.

Remote Workspace Arrangements

All remote and hybrid staff members are responsible for having their own designated remote workspace. The assumes no responsibility for injuries that occur as a result of activities that do not arise primarily out of and in the course and scope of employment. Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards.

The will provide equipment required for essential job functions such as a laptop computer, keyboard/mouse, docking station, and monitor, but is not required to purchase multiple sets of equipment for hybrid work staff members. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The accepts no responsibility for damage or repairs to employee-owned equipment. The reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The employee must agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Internet connectivity for remote offices is the responsibility of staff members working remotely. Staff members should work with their internet service provider to resolve any issues.

Consistent with the organization’s expectations of information security for employees working at the office, remote and hybrid employees will be expected to ensure the protection of proprietary company and customer information accessible from their primary work location.

Staff members are responsible for maintaining the security of the ’s data while working remotely. Staff members should protect such data through appropriate physical and electronic methods, such as the use of locked file cabinets/desks, use of password-protection, and other measures appropriate for the job duties and workspace.

Remote and hybrid work is not designed to be a replacement for appropriate childcare. Although an individual employee’s schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the ’s time-keeping system. Non-exempt employees are not permitted to work outside of regularly scheduled hours (e.g., answering emails from home outside of scheduled hours), except with express authorization from their supervisor. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee’s supervisor. Failure to comply with this requirement may result in the immediate termination of the hybrid/remote work agreement.

Employee Conduct and Disciplinary Action

Employee Conduct and Discipline

It is essential that all employees accept personal responsibility for maintaining high standards of conduct and job performance, including the observance of rules and policies. Since we are members of a team working together, employees who follow the necessary rules and regulations governing their conduct benefit themselves, our customers, and the rest of us, and help to make our organization successful. When rules are not followed, or employee conduct becomes unsatisfactory, discipline may be necessary. Many factors are taken into consideration if it becomes necessary to discipline an employee, including the nature and seriousness of the offense, the employee's past record, the total impact on the , and any mitigating or aggravating circumstances. Disciplinary action may include verbal counseling, written warnings, suspension, or termination of employment. The reserves the right to determine appropriate standards of conduct and discipline on a case-by-case basis, as situations present themselves.

Please also note that nothing in the above statement of conduct and discipline is intended to alter your at-will employment status with the . At all times you remain an employee at will and can be terminated at any time, for any or no reason, with or without cause, and without prior notice.

Sexual and Anti-Harassment Policy

The believes that each individual employed by us has the right to be free from illegal discrimination or harassment because of **race, color, religion, national origin, age, handicap, sex, marital status, sexual orientation, gender identity or expression, disability status, genetic information, or veteran status**. All employees should be able to work in an environment free from all forms of discrimination, intimidation and harassment, including sexual harassment.

To achieve our goal of providing a workplace free from sexual and other illegal harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with. Where inappropriate conduct is found, we will act promptly to eliminate the conduct and impose such corrective actions as are necessary including disciplinary action or termination where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual or other illegal harassment or discrimination, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment.

Definition of Sexual and Other Illegal Harassment

**Harassment** refers to unreasonable conduct or behavior which is personally offensive or threatening, impairs morale, or interferes with the work effectiveness of employees. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, handicap, or other group listed above; and verbal abuse or insults about or directed at any employee or group of employees because of their relationship in any of the groups listed above.

**Sexual harassment** means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

* submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
* such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

* Unwelcome sexual advances—whether they involve physical touching or not;
* Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
* Displaying electronically or otherwise sexually suggestive objects, pictures, cartoons;
* Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
* Inquiries into one’s sexual experiences; and,
* Discussion of one’s sexual activities.

Harassment can come from superiors, fellow employees, clients, visitors or vendors. Men as well as women can be victims of sexual or other harassment. **It cannot be stressed enough that the will not tolerate any form of illegal discrimination or harassment. Violations of this policy, whether intended or not, will not be permitted**.

All employees should take special note that retaliation against an individual who has complained about sexual or other harassment, and retaliation against individuals for cooperating with an investigation of a sexual or other harassment complaint is unlawful and will not be tolerated by this organization.

Harassment Complaint Procedure

Should you feel that you are being harassed, please follow these guidelines to help us remedy the problem.

Harassment by other employees or by clients or vendors should immediately be brought to the attention of your supervisor or the Chief Executive Officer. These individuals are also available to discuss any questions or concerns you may have and to provide information to you about our policy on sexual or other illegal harassment and our complaint process.

If, at any point in the process, a complaining employee is dissatisfied with the investigation being conducted or has a complaint against the Chief Executive Officer, the employee should bring it to the attention of the Chair of the Board of Directors.

Harassment Investigation

When we receive a complaint of harassment, we will promptly investigate the allegation. Complaints will be kept confidential to the extent consistent with our obligation to look into and remedy any harassment. For most matters, the investigation will include an interview with the person filing the complaint, an interview with the person alleged to have committed the harassment, and to the extent necessary, interviews with co-employees or other witnesses.

Once the investigation is complete, we will, to the extent possible, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

If it is determined that inappropriate conduct occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, we will impose disciplinary action.

There may be instances when, depending upon the nature of the allegations of harassment, an alleged harasser will be suspended pending investigation. Suspension pending investigation should not be considered as a conclusion of wrongdoing.

Disciplinary Action

The will not condone, permit, or tolerate harassment of employees in any manner whatsoever. Any employee who is found to have engaged in harassment or discrimination contrary to this policy will be subject to disciplinary action, up to and including suspension or termination, depending, among other things, on the nature of the conduct. As stated previously, this anti-harassment policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment.

Retaliation

The also prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation. Anyone found to have engaged in such retaliation against a person who has registered a complaint under this policy or to have retaliated against anyone for assisting in the investigation of a complaint, will be subject to disciplinary action up to and including suspension or termination. Any employee who believes that he or she is being retaliated against should bring it to the attention of their supervisor or the Chief Executive Officer so that appropriate action may be taken. The Chair of the Board of Directors may be notified as well in the event there are concerns about the Chief Executive Officer.

Whistleblower Protection

It is the policy of the to abide by all applicable federal, state and local laws, rules and regulations, and to require all its employees to do the same.

In accordance with this policy and applicable law, an employee will be protected from discrimination and retaliation if the employee reports to the Chief Executive Officer or Board President any good faith concern regarding the ’s practices or conditions, which the employee has reasonable cause to believe are in violation of any federal, state or local law, rules or regulations, or which the employee has reasonable cause to believe risk the health or safety of that employee or any other individual. The will promptly investigate each complaint to determine its merits and the appropriate action to be taken. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge.

The will not discharge, threaten, discriminate, or otherwise retaliate against an employee who submits a good faith complaint to the , participates in any investigation or legal proceeding arising from any such complaint, or because of any other lawful actions of such employee in submitting a good faith report relating to real or perceived unlawful conduct. This statement applies even if an investigation proves that there has been no unlawful activity involving the or any of its employees.

In order to receive the protections under the NH Whistleblowers’ Protection Act (RSA 275-E), the employee who has reported or caused to be reported a violation, or unsafe condition or practice, to a public body must first bring the alleged violation, condition, or practice to the attention of the Chief Executive Officer or the Board President, and must allow the a reasonable opportunity to correct that violation, condition, or practice, unless the employee has specific reasons to believe that a report to the will not result in a prompt correction of the violation, condition, or practice.

Any action considered to be discriminatory or retaliatory should be reported immediately to the Chief Executive Officer or the Board President as outlined in the Board’s Whistleblower Policy available electronically on the ’s shared server. The will not tolerate discrimination or retaliation against the complainant by any employee and will subject such employee to discipline, up to and including suspension or discharge from employment. Employees who are not themselves complainants, but who assist in an investigation relating to unlawful activity, will also be protected from discrimination and retaliation.

Attendance and Punctuality

Employees are expected to report for work on time and with a minimum of absences. Unnecessary absenteeism and lateness is disruptive, and places an unfair burden on other employees and supervisors. Unsatisfactory attendance will adversely affect an employee’s opportunity to be retained, promoted, receive pay increases, or become eligible for certain benefits.

If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor, as far in advance as possible and no later than one hour before the start of your scheduled workday.

For all absences extending longer than one day, you must notify your supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician’s statement may be required as proof of the need for any illness-related absence regardless.

Except as provided in other policies, an employee who is absent from work for two consecutive days without notification and without extenuating circumstance to your supervisor or the Chief Executive Officer will be considered to have voluntarily terminated his or her employment. The employee’s final paycheck will be mailed to the last mailing address on file with the .

Professional Appearance

Employees are expected to present a well-groomed and professional appearance. Business-casual dress is appropriate for work in the ’s offices. Employees are expected to dress in a manner that is professional when representing the to outside constituents. Employees should be sensitive to the location and context of their work and should adjust their attire if the circumstances so warrant.

Smoking and Tobacco Products

There is no smoking or use of tobacco products whatsoever in any facility or vehicle. This includes chewing tobacco and e-cigarettes. Smoking is permitted outside at designated areas on breaks or lunchtime. Violations of these rules may result in disciplinary action up to, and including, dismissal.

Substance Use

The does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or being under the influence of such controlled substances is strictly prohibited while on duty or while on the ’s premises or worksites. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. The only exception to this is occasional and moderate consumption of alcoholic beverages as the in its sole discretion may deem to be appropriate at -approved social functions. Excessive use of alcohol is unacceptable, and at all functions, including social functions, personal conduct must remain appropriate and professional. Violation of this policy will result in disciplinary action, up to and including termination.

Violence and Weapons

The is committed to maintaining a safe and healthy workplace, in part by promoting open, friendly and supportive working relationships among all employees. Violence is not an effective solution to any problem and violence or threats of violence are unacceptable. Threats of violence or fighting will not be tolerated. If a work-related issue is causing undue stress or agitation, the employee is encouraged to discuss it immediately with their supervisor.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be investigated and documented. Employees are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence. Your failure to report or fully cooperate in the company's investigation could result in discipline.

Employees are strictly prohibited from bringing any type of weapon including but not limited to knives, pistols, rifles, stun guns, mace, et cetera to the ’s offices. Weapons and ammunition may be kept locked and out of sight in an employee’s vehicle.

Employees are expected to immediately report to their supervisor any violation of this policy. Any employee found threatening another employee or stakeholder and/or carrying weapons to the worksite will be subject to disciplinary action up to and including immediate termination.

Nothing in this policy precludes the employer’s right to take appropriate and prompt action if any employee threatens others or exhibits behavior that causes safety concerns.

Computer and Information Security

This section sets forth some important rules relating to the use of the ’s computer and communications systems. These systems include but are not limited to computers, laptops, printers, scanners, all associated software, voice mail and electronic mail systems, internet network access, video equipment, and audio equipment. Electronic systems also include all information, data, messages, sounds, and images transmitted, received, stored, or contained in any of the ’s electronic systems.

The has provided computer and communications systems to support its mission. Although limited personal use of these systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, the ’s ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible for ensuring that these guidelines are followed.

All data in the ’s computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of the r and may be inspected and monitored at any time. No individual should have any expectation of privacy for messages or other data recorded in the ’s systems. This includes documents or messages marked “private,” which may be inaccessible to most users but remain available to the . Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate it from the system.

The ’s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that might be construed as harassment or disparagement based on protected status. The ’s systems must not be used to transmit personal comments or statements through e-mail or post information to news groups that may be mistaken as the position of the . Similarly, the ’s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the ’s host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. All usernames and passwords should be maintained in the designated password manager software. Multi-factor authentication is required to access the password manager software. Storing of personal (non-work related) passwords in the password manager software is not encouraged because the has access to all login information within the system.

The following activities, which present security risks, should be avoided:

* Attempts to bypass, or render ineffective, security facilities provided by the .
* Login information for software that has shared access is kept in the password manager software. Login information should never be shared via email, text message or teams.
* Accessing the specific employee document files of other users in the absence of legitimate business reasons.
* Changing or modifying hardware or software configurations of computer equipment without IT staff approval.
* Loading personal software (including outside email services, games, instant messaging software) to company computers.
* Downloading programs or installing programs copied from non- computers without IT staff approval.
* Loading unlicensed software on the ’s computers.
* Attempting to obtain unauthorized access to or use of other organizations’ computer systems and/or data.
* Copying company software (whether developed internally or licensed) onto other media other than for legitimate business reasons.
* Removing software documentation from the company’s offices.
* Changing the location or installation of computer equipment in offices and work areas without approval from IT staff.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

* Log off your personal computer when you are leaving your work area or office for an extended period unless instructed to do otherwise for system maintenance.
* Exercise judgment in assigning an appropriate level of security to documents stored on the ’s networks, based on a realistic appraisal of the need for confidentiality or privacy.
* Remove previously written information from moveable storage devices before copying documents on such devices for delivery outside the .
* All work product should be saved to SharePoint or One Drive to ensure backup. No files should be saved to a location on your computer that is not backed up to Office 365.

Should you have any questions about any of the above policy guidelines, please contact your supervisor or the IT staff.

Internet Acceptable Use

Access to the Internet is provided to employees to support the ’s mission. No use of the Internet should conflict with the primary purpose of the , its ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible for ensuring that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

The reserves the right to monitor Internet usage by employees, including reviewing a list of sites accessed. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, the may restrict access to certain sites that it deems are not necessary for business purposes.

In addition to the restrictions named in Computer and Information Security section, the ’s Internet connections may not be used for any of the following activities:

* To download or disseminate copyrighted material that is an infringement of copyright law.
* To transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of the .
* To disclose confidential information.
* To send or participate in chain letters, pyramid schemes, or other illegal schemes.
* To solicit for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Electronic Mail (E-Mail) Policy

The e-mail system is provided by the r to assist employees with the performance of the organization’s work. Messages that are created, sent, or received using the ’s e-mail system are the property of the , and the reserves the right to monitor this system and retrieve the contents for legitimate reasons, such as to find lost messages, comply with investigations, or to recover from system failure.

Employees may not retrieve or read e-mail that was not sent to them unless authorized by appropriate staff. No personal business is to be conducted using the organization’s e-mail.

All e-mail communications should be handled in the same manner as a letter, fax, memo, or other business communication.

If you have any questions regarding any of the policy guidelines listed above, please direct them to your supervisor or the Chief Executive Officer.

Social Media

The recognizes that social media can be a valuable way to market programs and services, make connections with partners, and learn about the successes and challenges in New Hampshire’s nonprofit community. Social media consists of websites like Facebook, Twitter, Instagram, LinkedIn, Snapchat, Reddit, TikTok, blogs, or any other site where one posts or communicates information in a public or quasi-public Internet forum. Employees may be asked to create or maintain the ’s social media profiles. An employee may act on behalf of the in the social media context only with express authorization from an individual authorized by the Chief Executive Officer. Any and all content created for the ’s social media accounts and the accounts themselves are property of the . The has ultimate discretion over the content posted on its social media accounts and may remove or alter content at any time. This policy also applies to websites, membership management systems, event systems, and online engagement tools.

Employees are free to create and maintain personal social media profiles during non-work hours and on non-work equipment. Employees should limit use of social media websites on company information systems or during work time unless authorized to do so by a supervisor or related to work functions.

When and if an employee makes any business-related comment on their personal social media, it should be made clear that the comment is made in their personal capacity and not as a representative of the . Employees may not post material that disparages the services or products provided to the public by the and may not comment on the ’s stakeholders on behalf of the , including nonprofit organizations and corporate supporters and partners, without authorization. Employees must comply with all applicable employment policies including the ’s harassment, discrimination, and confidentiality policies when using social media. Employees should refrain from making defamatory, demeaning, discriminatory, harassing, threatening, violent, abusive, or obscene related in any way to their employment.

This policy in no way restricts employees’ rights to engage in protected concerted activity, such as discussing wages, hours, or other working conditions, through social media. Additionally, this policy is not intended to in any way restrict or prohibit employee conduct that may be protected by Section 7 of the National Labor Relations Act.

Personal Electronics Acceptable Use

The recognizes that employees rely on personal smartphones and/or tablets for convenience and connection in our modern, increasingly virtual world.

The organization prohibits the use of cell phones in any way that violates federal, state, or local laws or that is otherwise unsafe. Employees are expected to limit use of personal cell phones and other electronic devices during working time for non-work-related calls, texting, internet browsing, social media, apps, etc. Employees must comply with state law concerning cell phone use while driving, including not texting while in transit.

The does not provide organization-owned smartphones to employees and therefore recognizes that employees may use personal devices for work purposes. The following requirements are in place to ensure company data are secure and protected when accessed on employees' personal devices. Violation of these rules may be grounds for disciplinary action up to and including termination.

**Employees:**

* Will not download or transfer sensitive business data to their personal devices. Sensitive business data are documents or other information whose loss, misuse, or unauthorized access can adversely affect the privacy, welfare, or competitiveness of a client, an individual (personally identifiable information), or the .
* Agree to maintain the device's original operating system and keep the device current with security patches and updates, as released by the manufacturer. Employees will not install software that allows them to bypass standard built-in security features and controls.
* Agree to delete any sensitive business files that they may inadvertently download and store on the device by viewing email attachments.
* Understand that any or stakeholder data accessed, stored, or generated on their device is the sole and exclusive property of the .
* Take responsibility for backup and archive of their personal device on a regular basis and recognize that the is not responsible for any backup of files stored on your personal device.
* Agree that the is not responsible for any data loss, or for theft of, damage to, or failure in the device that may result from use of the person device for work.

**Passcode Recommendations:**

* Password-protect all devices with a passcode that maximizes security to the extent the device allows.
* Set all devices to lock after 3 minutes of inactivity.
* Add contact information to the lock screen or your Find my Phone option to enable the return of lost devices.

Return of Property

Employees are responsible for the ’s equipment, property, and work products that may be issued to them and/or are in their possession or control, including but not limited to:

* Credit cards
* Identification badges
* Office/mailbox, building keys
* Office/building security passes
* Computers, computer storage devices, electronic/voice mail codes, passwords
* Intellectual property (e.g., written materials, work products)

In the event of separation from employment, or immediately upon request by the Chief Executive Officer or his or her designee, Employees must return all property that is in their possession or control. The may take any action deemed appropriate to recover or protect its property.

Documents to Be Signed and Submitted

* Employee Receipt and Acceptance
* Confidentiality Policy and Pledge

(see following page)

Employee Receipt and Acceptance

I hereby acknowledge receipt of the Employment Policies of the . I understand that it is my ongoing responsibility to read and understand the policies. I also understand and agree that the Employment Policies are not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that I am employed *at will*, I have the right to resign from my employment with the at any time with or without notice and with or without cause, and that the has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the ’s Employment Policies.

Signature Date

Print Name

Confidentiality Policy and Pledge

Any information that an employee learns about the , or its members or donors, as a result of working for the that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the or to other persons employed by the who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission, or copying of the ’s confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature Date

Print Name

*Please sign and return to the Chief Executive Officer.*